

<b>TO:</b> Records Administration Branch 702 Magazine Building	<b>FROM:</b> (DIRECTORATE AND OFFICE)
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SAFES	TOTAL NO. OF SAFES ON HAND
2 Drawer (under desk)	
2 Drawer (free standing)	
4 Drawer (correspondence)	
5 Drawer (correspondence)	
All purpose (with doors)	
Map and Plan File	
Kardex ( _____ Slides)	
- Drawer Card ( _____ size card; _____ inches per drawer)	
- Drawer Card ( _____ size card; _____ inches per drawer)	
OTHER (describe)	

  

CABINETS	TOTAL NO. OF CABINETS ON HAND
4 Drawer (correspondence)	
5 Drawer (correspondence)	
Map Cabinet Sections	
Map and Plan File	
Kardex ( _____ Slides)	
Safe-T-Stack Units	
- Drawer Card ( _____ size card; _____ inches per drawer)	
- Drawer Card ( _____ size card; _____ inches per drawer)	
OTHER (describe)	

SHELVING	UNIT WIDTH (in inches)	NUMBER		TOTAL SHELVES	TOTAL CAPACITY IN LINEAR FT.
		SECTIONS	SHELVES HIGH		
Correspondence type					
Library type					
Book Case Sections					
Tape shelves					
Conserv-A-File (roll out units)					
Conserv-A-File-V (side roll)					
Elevator (power files)					
Add-A-Shelf					
Movable Shelves (manual)					
Movable Shelves (motorized)					
CARD SHELVES (____ size card; ____ ins per dr)					
OTHER (describe)					

REMARKS:

Include number of secure and vault areas in which records are stored \_\_\_\_\_

DATE

SIGNATURE OF RECORDS MANAGEMENT OFFICER